



The
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Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
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Changes to ETW checks – Biometric Residence Permits - May 2015

The UKVI have started to issue Biometric Residence Permits (BRPs) for non-EEA nationals travelling to the UK for more than 6 months (previously individuals were given a visa vignette in their passport).

The Scheme will be rolled out in different countries over the next few months. For specific details of which countries and the timescales please click [here](#).

The new visa application process

Individuals will now receive a 30 day vignette in their passport and will be advised to collect their BRP from a specific Post Office within 10 days of arriving in the UK.

Action - Eligibility to work (ETW) check

Due to this UKVI change, there is now the potential that two ETW checks will be required for individuals travelling from outside the UK.

ETW check 1 – to be completed on or before their first day at work

Copies of the following will be required:

- Personal details page of their passport
- The passport page containing the unexpired short validity (travel) vignette
- Fully completed and signed ETW check list B

ETW check 2 – to be completed before the vignette expires.

Copies of the following documents will be required:

- Both sides of the BRP
- Fully completed and signed ETW check list B

Both the scanned ETW checks should be emailed to your HR team email address as soon as possible.

Should you have any queries, please do not hesitate to contact your HR Team.